

JOB ANNOUNCEMENT

Berrien County Trial Court - Law Clerk
St. Joseph, MI

Law Clerk - Full-time position available in Berrien County, Michigan - Salary: \$41,522

Required: Graduation from an accredited law school is required. No previous experience in legal research is required.

Desired: Typing ability, some computer literacy and experience with legal research programs, such as Westlaw, LexisNexis, or Lawyers Cooperative.

Duties: Under the supervision of a judge, researches civil and criminal motions and related legal matters; prepares memoranda regarding the facts of a case and basis of motion; prepares disposition recommendations. Serves as an "at-will" employee.

Notes: A person in this position must successfully pass the Michigan Bar Exam and be admitted to practice law in the State of Michigan within the first year of employment in order to continue employment. Must pass a pre-employment physical, including drug testing and background investigation. Employees will be fingerprinted. **A copy of your college transcript and writing sample must be included with your application.**

BERRIEN COUNTY, MICHIGAN - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED AT THE FOLLOWING:

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

**JOB HOTLINE (269) 983-7111, EXT. 8919
BERRIEN COUNTY WEB SITE: www.berriencounty.org**

Equal Opportunity Employer